Chairs Meeting
August 8, 2016
ET 206

Present: Abdullah Eroglu, Beomjin Kim, Gary Steffen, Kim McDonald, Linda Hite, Manoochehr Zoghi, Mary Jane Casiano, Nashwan Younis

Dr. Zoghi called the meeting to order at 3:05 pm. Manoochehr asked the members to look at the agenda. Dawn will join us at 3:15 pm to discuss the new NSO and a flyer. A motion to accept the agenda as presented was made by Nash and seconded by Kim. All were in favor, none opposed.

The summary from the chairs' retreat was presented and Manoochehr asked for any corrections. Abdullah corrected this statement to read "A biomedical engineering program pre-proposal has been submitted to the VCAA." Also Beomjin corrected one of his statements to read: "John Locato received $360,000 over a three-year period awarded by the U.S. Air Force as part of Young Investigator Research Program and a grant proposal in the funding amount of $170,614 is in review." With these corrections, a motion to accept the revisions of the retreat summary was made by Gary and seconded by Abdullah. All were in favor, none opposed.

Announcements and departmental updates:
Beomjin Kim/CS: Adolfo Coronado and Beomjin Kim were awarded an IN-MaC project with Bowmar, LLC. The total funded amount is $60K ($40K from the State of Indiana and $20K in match from the company). The CS Department will need to recruit two new faculty in the fall (to replace Karim Elish and Anyi Liu); priority would be to replace Karim (software engineering).
Dawn Renner/SSC: The NSO will be on August 18-19 with an academic dinner on the 18th in the Fieldhouse. The dinner starts at 5:00 pm and those helping should arrive at 4:40 pm. The discussion was on what type of format to have for the students and parents. Dawn distributed a flyer that could be handed out with bullet points on fast facts. Please send any revisions to the flyer to Dawn. Manoochehr will welcome and make a presentation.   Manoochehr will introduce the chairs and faculty representatives at the dinner then the students/parents can seek them out later if they have questions.
Gary Steffen: The CEIT/MCET Department is continuing to prepare for the upcoming ABET visit. Gary recently visited GM regarding senior design projects (IT, engineering or combination).   An LTL decided not to return. The new hire is having issues with visa/work permit and cannot start classes until resolved. New hiring request was for 3 new faculty lines (2 in MET and continuing lecturer in MET and 1 in EET); priority for MET TT position.
Abdullah Eroglu/ECE: Submitted a request for a technician and the rationale. Maurice is helping with the lab safety process. He sent an email about the lab equipment budget as a line item. This is based on need and ET 307 is shared with technology. Received several complaints and submitted a budget of $50 - $75K and wanted to know if it will be approved so they can order equipment. Also working on some departmental operations like NSOs, finalizing textbooks, P&T committees (Elizabeth Thompson will not be able to serve). Several Senior Design projects will be sponsored by Zimmer, GM, and Franklin Electric. Working on assessment reports.
Nashwan Younis/CME: James Reitz resigned with two weeks' notice. He took a job with Allen County. He will stay on as part time in the evenings if needed.
Linda Hite/OLS: All faculty should be back. If our graduate program continues to grow then there may be a need for an additional faculty in the future.

Announcements: The Fall Convocation is scheduled for Wednesday, August 17 at 11:30 am at the Alumni Center. Information on the Franklin Electric Scholarship was forwarded to the chairs (criteria should not include Software Engineering but should be Computer Engineering and Computer Science).

It was also asked if Technology was allowed to apply. The dean will talk with Franklin Electric about these revisions.

A fundraising letter (draft) was shared. Information was gathered from the chairs and incorporated with information from Advancement. Advancement will extract information from our draft and will incorporate in the final draft. The final letter will be distributed to industries and companies in the community.

If enrollment for fall classes is low, consider cancelling the classes or move to the spring semester.

Dr. Zoghi met with Irah, the institutional research director, to go over historical data regarding enrollments, retention year-by-year, and graduation rates. Dr. Zoghi shared information to make sure of its accuracy. Please send corrected information to Manoochehr.

Manoochehr asked about the need for GTAs and graders in the coming semester. GTAs are already assigned and are budgeted from the part-time wages. Each department is allotted 2 GTAs at .5 FTE with the exception of Technology with only 1.

Manoochehr researched for benchmarking rubrics and will forward information to brainstorm on what to be gathered and what peer and aspiring institutions to use. Included metrics were: demand, student persistence, and student success. A sub metric was threshold value. Chairs were asked to forward their comments to Manoochehr who will reply to Marcia.

Following are some data that might be considered for benchmarking:
-number of students
-number of faculty
-budget
-number of programs/disciplines
-number of staffing (including administrative assistants, advisors, graduate directors, technicians)
-capstone workload distribution
-endowments
-master degree granting
-retention/graduate rates
-minority/under represented
-first generation
-average research volume/expenditured faculty
-faculty/student ratio
-academic advising
-weight/teaching units (WTUS)
-space (square footage per student)
-salary range
-management/administrative style (of various departments)

There was a brief discussion on the book, <u>Discover Your True North</u>. The introduction and forward were discussed as was IQ and EQ. Will continue discussion in sections at future meetings. Motion to adjourn was made by Gary and seconded.   All were in favor, no opposed. Meeting adjourned. Meetings will be every other week.

Mary Jane Casiano, Secretary